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OFFICE OF REPORTS AND ESTIMATES

OPERATING PROCEDURE NO. 29

28 February 1949

SUBJECT: Production of Intelligence and Delineation of Responsibilities  
Pertaining Thereto

REFERENCE: ORE Operating Procedure No. 5  
ORE Operating Procedure No. 9

1. Purpose

In order to ensure that the production of intelligence is accomplished efficiently, and that the intelligence produced is responsive to both current and long-range requirements for the national security, and to delineate the Staff, Group and Branch responsibilities in connection therewith, the following procedures are prescribed, effective this date.

2. The ORE Intelligence Production Board

a. Under the Chairmanship of the Assistant Director, ORE, the Chief, Plans and Policy Staff, the Chiefs of Staff Groups, and the Chiefs of each producing component will constitute the Intelligence Production Board which will:

(1) Review the national intelligence production requirements as consolidated by the Plans and Policy Staff.

(2) Review and approve the periodic issuance of the CIA Intelligence Production Plan and revisions to the CIA Presentation Plan.

(3) Review and approve the specifications for each report and estimate not mutually agreed upon between producing components and Staff Groups concerned.

(4) Review and approve drafts of reports and estimates not mutually agreed upon between producing components and Staff Groups concerned prior to the coordination process of the IAC agencies.

(5) Review the ORE finished intelligence production.

(6) Review and consider problems relating to intelligence production.

b. The Assistant Director, ORE, will convene the Board in whole or in part for the above purposes, in accordance with the nature of the problem under consideration and the degree to which the separate producing components and staff groups are concerned.

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c. Any member may request the AD/ORE to convene the IPB for purposes cited under paragraphs (3), (4), (5) and (6) above.

d. The Assistant Director, OSI, will have representation on the IPB for purposes of coordinating Intelligence Production and Presentation Plans.

### 3. The CIA Intelligence Production Plan

a. Intelligence will be produced in accordance with a comprehensive intelligence production plan based upon the determination of both the current and long-range production requirements for national intelligence. This plan will be projected quarterly and amended and reissued as required during each quarter.

b. The plan will prescribe priorities, schedules for production, and the scope of the various types of reports (including the frequency of publication and revision) required to present national intelligence effectively.

c. The plan will permit interim adjustments for meeting requirements arising from unpredictable developments and changing situations.

### 4. The CIA Intelligence Presentation Plan

a. ORE Operating Procedure No. 5, Subject: CIA Presentation Plan, prescribes the various media which have been approved for the presentation of national intelligence.

b. The presentation plan is a general guide, and is susceptible of amendment by the IPB as circumstances may require.

### 5. Responsibilities and Procedures

a. The Plans and Policy Staff is charged with staff responsibility for the exercise of the following functions in collaboration with appropriate ORE components:

(1) The preparation, in consultation with ORE components, OSI, the IAC, and other appropriate agencies, of national intelligence production requirements for presentation and approval of the IPB.

(2) The preparation, coordination, maintenance, and, upon approval, issuance of the CIA Intelligence Production Plan, and the CIA Intelligence Presentation Plan.

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(3) The coordination and adjustment of priorities for the production of intelligence within ORE, and priorities for the utilization of services in support of such production, such as graphic, cartographic and reproduction facilities.

(4) The investigation of inadequacies in source material which is required for production purposes, and the preparation and issuance of requirements directives for necessary collection and source exploitation action.

(5) The investigation of the need for, and recommendation of the establishment of, temporary and permanent CIA and IAC committees required to facilitate production of national intelligence.

(6) The coordination of the review and assessment of adequacy of the intelligence effort in fulfillment of the CIA Intelligence Production Plan, and recommending remedial action as required.

b. Basic Intelligence Group, in accordance with the approved CIA Intelligence Production Plan, has staff responsibility for the following:

(1) Participating in the development of the CIA Intelligence Production Plan, including recommendations that specific basic intelligence production projects be undertaken.

(2) Ascertaining and determining CIA and interdepartmental interests in basic intelligence and, in collaboration with appropriate agencies, establishing requirements for its production.

(3) Accomplishing, in collaboration with appropriate agencies, the allocation of responsibilities for the production and maintenance of approved basic intelligence, including such allocations within ORE as are deemed appropriate.

(4) Administering the program for the production and maintenance of the National Intelligence Surveys, including the following:

(a) Determination in collaboration with appropriate agencies of production priorities and schedules.

(b) Coordination of effort between producing components.

(c) Recommending allocation within ORE of responsibilities for substantive review of basic intelligence produced externally.

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(d) Editing of basic intelligence draft studies to insure that they are adequate in scope and in conformity with established terms of reference; that they conform to CIA standards of format and style; and that they have been properly coordinated both within and outside ORE.

(e) Arranging for publication and dissemination of finished basic intelligence.

(5) Representing basic intelligence interests and requirements on the ORE Intelligence Production Board.

c. Current Intelligence Group, in accordance with the approved CIA Intelligence Production Plan, has staff responsibility for the following:

(1) Participating in the development of the CIA Intelligence Production Plan and the CIA Intelligence Presentation Plan.

(2) Recommending to producing components that specific current intelligence items be prepared.

(3) Executing the current intelligence portions of the CIA Intelligence Production and Presentation Plans, including continuing responsibility for selection, coordination, review and publication of current intelligence items as prescribed in existing operating procedures.

(4) Representing current intelligence interests and requirements on the ORE Intelligence Production Board.

d. Staff Intelligence Group, in accordance with the approved CIA Intelligence Production Plan, has staff responsibility for the following:

(1) Participating in the development of the CIA Intelligence Production Plan and the CIA Intelligence Presentation Plan, including the recommendation that specific estimates be prepared.

(2) Preparing in collaboration with the appropriate producing component, specifications which prescribe the problem, terms of reference, scope of coverage and deadlines to be met for each individual report, estimate, or study, with the exception of Special Evaluations.

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(3) Coordinating the production of Staff intelligence including the allocation of responsibility for production and review and, in collaboration with the producing components, the establishment of deadlines for completion of drafts.

(4) Reviewing each draft report, estimate or study in order to ascertain that:

(a) It is adequate as to scope, and is in conformity with the established terms of reference.

(b) It conforms to CIA standards of format and style.

(c) It has been properly coordinated within ORE.

(5) Arranging for final and formal coordination of revised drafts of reports with the departmental intelligence agencies.

(6) Referring drafts to the Assistant Director for approval before publication.

(7) Arranging for the publication of finished reports and recommending appropriate dissemination action.

e. ORE Producing Components. Each Branch and each Functional Group within its proper sphere of activity has responsibility for:

(1) Formulating recommendations for items to be included in the national intelligence production requirements.

(2) Recommending immediate modification of approved production plans as required by new significant trends and developments in its area or field of responsibility.

(3) Initiating the prompt production of approved unscheduled reports, including coordination with the appropriate Staff, Branch and Group.

(4) Conducting all requisite intelligence research, analysis and drafting of reports (including arrangements for the preparation of appropriate graphic material) to meet the prescribed standards, style and terms of reference for each type of report within the prescribed time limits.

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(5) Collaborating with, and obtaining requisite concurrence from, other interested and responsible Branches or Groups in the preparation of reports.

(6) Accomplishing informal coordination with appropriate departmental intelligence agencies.


(7) Submitting finished drafts of reports to the appropriate Group and indicating the following:

(a) Extent of coordination within ORE

(b) Extent of coordination with departmental agencies

(c) Approval of the draft by the Chief of the Branch or Group of origin.

(8) Advising the appropriate Staff Group promptly regarding any circumstances which appear to prevent meeting established terms of reference or deadlines.

  
for THEODORE BABBITT Deputy  
Assistant Director  
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